

REPORTS INVENTORY						CONTROL NO.			
PREPARE IN DUPLICATE						BPS/OLXX See Above			
1. TITLE OF REPORT (if a fill-in report include Form No.) Report of Significant BPS Accomplishments						2. TYPE OF REPORT	STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	X ADMIN. GENERAL OTHER (specify)					
		LOGISTICS	SECURITY						
		MEDICAL	FINANCE						
4. NO. OF COPIES PREPARED 5		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually		6. DISTRIBUTION (No. of components not number of copies) 3					
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT Memo dtd 19 July 67 from D/L					
10. PREPARING COMPONENT (include lowest level contributing information to report) BPS			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) --						
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
1 @ 17/5	\$16.74		8		\$133.92		1		\$133.92
1 @ 14/7	11.33		4		45.32		1		45.32
1 @ 6/4	3.86		2		7.72		1		7.72
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR \$186.96									

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report provides a thumbnail sketch of service rendered and goals reached. It assists BPS/OL in measuring its achievements against the work for which it is responsible and the services it is called upon to perform. The report also provides a means whereby senior management can in summary form compare the various activities of the Agency and weigh values received against monies spent. It also brings together information basic to judgments required in the allocation of assets - personnel and money.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT			ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	Reduced in Aug 1970 from a semi-annual to an annual report	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			14	\$186.96
<input type="checkbox"/> DISCONTINUE				
16. DATE OF INVENTORY 21 September 1970			17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130134-5 STAT	
			18. EXTENSION	